

CHAPTER 17

COMMUNITY DEVELOPMENT TECHNICAL ASSISTANCE (CDTA) COOPERATIVE AGREEMENTS

- 17-1 PURPOSE. This Chapter provides guidance to CPD Field staff for oversight of grants and Cooperative Agreements (CAs) for Community Development Technical Assistance (CDTA). The purpose of the CDTA program is to achieve the highest level of performance and results for six community development programs: HOME; Community Housing Development Organizations (CHDOs); Homeless; Housing Opportunities for Persons With AIDS (HOPWA); Community Development Block Grant (CDBG); and Youthbuild. CPD Field staff administers CDTA awards for the HOME, CHDO, and Homeless programs.
- 17-2 APPLICABILITY. The Government Technical Representative (GTR) is the CPD individual in the Field Office responsible for the technical and financial oversight and evaluation of the performance of CDTA providers for the HOME, CHDO, and Homeless programs.
- 17-3 STRUCTURE OF THIS CHAPTER. This Chapter contains one Exhibit for monitoring CDTA provider activities.
- 17-4 PREPARATION FOR MONITORING. The following documents serve to aid in effectively monitoring CDTA provider performance:
- CDTA provider's work plans;
 - the executed Cooperative Agreement (and any Agreement amendments);
 - Payments requests and financial reports, including Line of Credit Control System (LOCCS) payment vouchers;
 - Financial and performance reports;
 - Other available information such as notes on technical assistance provided over the telephone to the agency; meetings with the TA provider; and, feedback on the provider's performance from their clients, business partners, and other community development organizations; and
 - "Community Development Technical Assistance Awards: Desk Guide for Government Technical Representatives."
- 17-5 MONITORING CDTA PERFORMANCE. The GTR monitors CDTA provider performance to ensure that CDTA services and products are authorized by HUD and are delivered timely and within budget. The GTR reviews and approves work plans that reflect HUD's CDTA delivery needs and ensures that providers comply with the requirements of HUD's Demand-Response Delivery System. The GTR also evaluates the progress of the CDTA providers to determine if the providers are making sufficient progress in completing tasks in their work plans and are providing services that are timely and within budget.

- 17-6 MONITORING FINANCIAL MANAGEMENT PERFORMANCE. CDTA Cooperative Agreements are cost reimbursement awards, and funds are disbursed through HUD's Line of Credit Control System (LOCCS). LOCCS information and financial reports are to be used to assess the quality of financial grant management of the CDTA providers, including proper and timely use of funds and identify providers who may be sub-par performers.
- 17-7 NONCOMPLIANCE. If monitoring discloses CDTA provider deficiencies, HUD must act to enforce any award requirement that is not being met. If the CDTA provider does not agree that a problem exists, or a dispute over a question of fact arises, the Technical Assistance Division (TAD) in Headquarters is to be contacted. The HUD reviewer and the TAD shall make a determination as to whether or not the provider is complying with the award. CDTA provider failure to submit required reports, a pattern of late or incomplete submissions, and/or failure to adhere to the Demand/Response Delivery System, can result in suspension of voucher payments, suspending the provider's ability to incur costs or draw funds, or suspending or terminating the agreement for non-performance.